

Unlocking the
Magic of Learning



Charges & Remissions Policy

Date : November 2016

Date to be reviewed : November 2019

CHARGES AND REMISSIONS POLICY

STATEMENT OF CHARGES AND REMISSION OF CHARGES

INTRODUCTION

The Governing Body of Whoberley Hall Primary are conscious of the valuable contribution which can be made to children's education by educational activities beyond the school and beyond day to day curriculum. They are required by law to state the circumstances in which they will make charges for such activities and to say when they will exempt particular individuals from those charges.

The following statements on Charging Policy and Remission Policy are intended to fulfil the legal requirements in this respect.

However, it will be recognised that many activities would be put in jeopardy by a shortage of funds unless supported by voluntary financial contribution from parents and by funds raised through the efforts of the school and all associated with it.

The Governing Body have established a fund "Whoberley Hall Primary School Fund" which they intend to use to sustain and encourage activities and they will from time to time invite contributions to this fund.

A. Charging Policy

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by Local Authorities in England as follows:

1. Board and Lodging on residential visits

A charge will be made for board and lodging for pupils taking part in residential visits whether these are required as part of a prescribed public examination or specifically to fulfil the statutory requirements of the National Curriculum or religious education, or provided as an optional extra.

The charge will be at actual cost except in the case of authorised visits to Plas Dol-y-Moch Outdoor Pursuits Centre where the charges will be in accordance with scales set from time to time by the Coventry City Council.

Coventry City Council will remit these charges in full in the case of pupils whose parents were, at the time of booking the visit, in receipt of family credit or income support.

2. Optional Extras

Optional extras are those activities which take place mainly or entirely out of school hours and which are provided in addition to the school curriculum.

The City Council will not provide financial support for "optional extras" provided by the school and the school is required to ensure that any costs incurred must be fully covered by income generated.

Optional extras provided from time to time by the school include for example evening theatre visits, visits to other countries to enhance language studies, visits to sporting events, visits to musical events, visits to exhibitions, Outdoor Studies trips and residential experience of a variety of kinds.

A charge will be made at actual cost to all participating pupils for optional extras. Such costs could include an appropriate element for:

- (a) a pupil's travel costs ;
- (b) a pupil's board and lodging costs ;
- (c) materials, books, instrument and other equipment;
- (d) non teaching staff costs;
- (e) entrance fees to museums, castles, theatres etc. ;
- (f) insurance costs;
- (g) teaching staff specifically engaged for the activity.

The actual cost will be made known to parents before they are asked to agree to their child taking part in the activity and participation of each child will be subject to parents agreeing to meet the charges.

3. Tuition in the playing of a musical instrument

A charge will be made for individual tuition in the playing of a musical instrument where that tuition is not part of the approved curriculum of the school or part of a course authorised by the LA and leading to an approved qualification. This charge will be in accordance with the scales laid down from time to time by the Governors of the Whoberley Hall Primary School.

4. Materials used in school

The school will provide all materials and equipment (but not clothing) required for purposes of the curriculum. Essential protective clothing for example safety goggles will be provided by the school. In the case of CDT and Food Technology, a charge may be made for, or parents may be required to supply ingredients and materials if parents wish their child to take the product home. The charge in such cases will be not more than the actual cost of the materials and will be declared in advance to parents.

A charge may be made, at the discretion of the Head Teacher, for any wilful damage to equipment or materials, or for any loss of such equipment or materials when these have been placed in a pupils care.

B. Remission of charges

Having regard to the provision of the Education Act 1988 and the policies of Coventry City Council the Governors of Whoberley Hall Primary School will from 1 April 1989, remit charges in the following circumstances:

1. Board and lodging on residential visits

1.1 Plas Dol-y-moch

Charges will be reduced by Coventry City Council from its budget in respect of board and lodging charges for pupils whose parents are in receipt of Family credit or Income supplement under the terms of the Social Security Act 1986.

1.2 Other residential visits deemed to take place during school hours or provided as part of a prescribed public examination or in order to fulfil statutory requirements relating to the National Curriculum or religious Education.

Charges will be reduced by the Governing Body from the School Funds in respect of board and lodging charges for pupils whose parents are in receipt of benefits entitling children to free school meals under the terms of the Social Security Act 1986.

2. Optional Extras

The Governing Body may at its discretion remit charges in respect of individual pupils or groups of pupils to enable them to take part in activities which are classed as "optional extras". Such remission will be granted in whole or in part having regard to the recommendation of the Head of the School and will be financed from the Whoberley Hall Primary School Fund.

3. Before & After School Club Charging Protocols

- Fees calculated based on actual staffing salaries and overheads for running provision with costs forecast and committed within the budget for the academic year to ensure provision is viable and sustainable for the whole school year
- The cost of running the provision as a non-profit making arrangement enables the school to offer a reduction for all children attending the club and substantially less than the previous provider
- Charges are based on actual school days within each calendar month and do not include training days/bank holidays
- A retention is not charged during holiday periods

- The provision cannot be subsidised by the delegated budget which is for the compulsory education of school age children – this is an extended service provided by the school
- The provision will be reviewed annually to ensure it remains self-financing and sustainable
- The Governing Body and the Head Teacher takes responsibility for Whoberley Hall 'Before and After School' club. It is part of the school and policies are available from the Head Teacher or SBM.
- Whoberley Hall 'Before and After School' club is an additional provision that is based on sessional fees that need to be paid half termly once invoice is raised. Forms need to be completed in order that the child's place is available.
- Admission to the 'Before and After School' club is based on booking sessions. A place is conditional to both the parent and the child adhering to policy and guidance.
- Half a terms notice is required for a termination of a place or a reduction/change to the agreed contract
- Remissions can only be agreed by the Governing Body in line with the Charging Policy and linked to parents in receipt of qualifying benefits *
- Retention of a place (free of charge) is not available as this prevents other children of working parents from benefitting from the provision

4. Extended Services & Lettings Agreement

Lettings applications should be made in writing and be submitted for approval. Times stated must include time for any preparation and packing up. If a letting ends considerably earlier than expected, the hirer should either notify the duty site services officer or leave someone in charge of the premises until the site services officer arrives to secure the premises. If an event over-runs, additional charges will be made. All charges for lettings are in line with Local Authority charges and cost of SSO overtime. Charges to be paid in advance. If the hirer defaults on payment, the lettings contract is terminated with immediate effect. A booking cancellation requires at least 3 working days before the date booked, otherwise the full hire charge will be payable. The School Governors reserve the right to cancel any booking and reserve the right to cancel without giving any reason.

Qualifying Benefits

- Child Tax Benefit
- Income Support
- Income-Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- The Guarantee Element of State Pension Credit
- Asylum Seeker (Immigration & Asylum Act 1999, Part VI)
- Working Tax Credit is not a qualifying benefit and does not qualify for Free School Meals or additional remission

Whoberley Hall Primary School
Summary of Permissible Charges for School Activities

Type Of Activity	Mainly or entirely in school hours		Optional Extras* Mainly or entirely out of school hours	
	Charges	Remissions	Charges	Remissions
Visits; Travel, entry fees etc	Financed by voluntary contributions	Not applicable	Charge (not to exceed actual cost) eg evening theatre visits, school holiday excursions, weekend visits	By the discretion of the governors
Board and lodging on residential visits	Charge (not to exceed actual cost)	Reduction to parents in receipt of benefits and pupils entitled to free school meals. Governors must be able to meet these costs.	Charge (not to exceed actual cost)	By the direction of the Governors
		The education committee will remit charge for board and lodging to parents in receipt of Family Credit or Income Supplement in the case of visits to Plas Dol-y-moch		
Music Tuition	Charge for individual tuition which is not part of approved curriculum	By the discretion of the Governors	*Where activities outside school hours are an essential part of the curriculum these are not classified as 'optional extras' and no charge may be made.	
Materials Eg Craft and Food Technology	Charge (not to exceed actual cost) if parents wish their child to take the product home	By the discretion of the Governors		
Before & After School Provision			Provision cannot be subsidised by the Delegated Budget Remissions can only be agreed by the Governing Body for parents in receipt of qualifying benefits	